

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Absence From Duty	NUMBER: 04-27
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261	SEE ALSO: • Board Policies 04-28 through 04-41
DATE ADOPTED: 12/01/97; Revised 11/22/10	

A. Overview

An employee absent from duty on approved has the right of returning to employment without prejudice upon expiration of the leave. Granting of leave shall be determined on the basis of policies designed to protect the operations of the College against undue interruption.

Any employee who is absent from duty without approved leave shall be in leave without pay status for that period and shall be subject to dismissal.

When deemed appropriate by the College, the President or designee shall have the right to require that an employee provide a written statement from a health care provider, or other written documentation to substantiate use of paid or unpaid leave of more than five (5) days or to verify that an employee is physically incapable of performing assigned duties at the College.

In carrying out the provisions of this Policy, the College shall remain in compliance with reasonable accommodation provisions of the Americans with Disabilities Act.